



The achievements of an organization are the results of the combined effort of each individual.
-- Vince Lombardi --

NBRSS TODAY

Supporting
Scientific Research
through Business
Solutions

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From our Project Manager...

Welcome to our August edition of the *NBRSS Today*. We have made considerable strides in the NIH Business and Research Support System (NBRSS) project since our May 2002 edition.

The NIH's new automated personnel system, the Enterprise Human Resources and Payroll (EHRP) system, is scheduled for deployment on September 9, 2002. EHRP training began on July 22nd and will continue through September 6th. Read our [EHRP Project Status](#) section for more news about EHRP deployment.

Our NIH Business System (NBS) Functional Teams are working diligently toward successful implementation as they continue adapting Oracle's "commercial off-the-shelf" software to support the NIH work processes.

I am pleased to welcome Leslie Siddeley as the Functional Manager for the NBS. Leslie has managed the functional side of large systems development efforts for numerous government agencies and brings to the project over 15 years of experience in improving the performance of government entities and programs.

Read about our upcoming NBS Town Hall event, where you can learn more about how the new system will look and feel.

We encourage your feedback as we progress with the NBRSS implementation. You may now contact our project e-mail nbrss@mail.nih.gov with your comments or questions. Look for our next distribution of *NBRSS Today* in October.

Colleen Barros
Project Manager, NBRSS

EHRP Project Status...

The DHHS is replacing the IMPACT Human Resources (HR) system with the Enterprise Human Resources and Payroll (EHRP) system. The NIH is scheduled to deploy the EHRP on September 9, 2002. We are preparing for this change with the following activities:

- ***User Identification*** is currently underway. The EHRP Project Team has been working with representatives from the IC Human Resources (HR) community, identifying individuals in the HR, Administrative, and Management communities who will request and approve personnel actions in the EHRP system.
- ***A Data Cleanup of IMPACT Position Description (PD) Numbers*** was conducted to facilitate conversion to the new system. Since the EHRP will use the PD number for certain functions, efforts are ongoing to reconcile any discrepancies that may exist in the IMPACT system.

ARE YOU READY???

EHRP Training began on July 22nd and continues through September 6th. Three courses are being presented:

- ***Half-day course*** - for Managers, Administrative Officers and Assistants, and Support Staff.
- ***Two-day course*** - for HR staff in areas such as recruiting, staffing, position management, classification, and/or providing advisory and consultative HR services.
- ***Three-day course*** - for HR staff that, in addition to the above responsibilities, process personnel/payroll actions and employee benefits on a frequent basis.

The courses are being held at the CIT and Democracy II training facilities. The PSC is providing the training materials and conducting the training courses. Since training costs were included in the PSC's EHRP implementation budget, the courses at NIH between July 22nd and September 6th are offered at no cost. You can register for EHRP training on CIT's website: <http://training.cit.nih.gov/>.

What's in it for You???

You as an EHRP ***end user*** may look forward to the following:

- ✓ An opportunity to use the latest web-based technology
- ✓ Increased data accuracy and fewer keystrokes

You as an ***NIH employee***:

- ✓ Will still have access to Employee Express
- ✓ Should not experience any changes as a result of implementation

Want to know more??? Please visit our EHRP website at: <http://nbs.nih.gov/ehrp>.

NBS Project Status...

The NBS Functional Teams continue adapting the Oracle software so that it best suits the NIH's business needs. At this juncture of the implementation process, the Functional Teams are testing and verifying the software set up.

A CAN by Any Other Name is Still a CAN...

Get ready to add the terms 'ACS' and 'Project Number' to your vocabulary. The NBRSS implementation will result in a new Accounting Classification Structure (ACS) at the NIH, which is a significant change for those of us familiar with using Common Accounting Numbers, or CANs. However, this transition will be gradual so that the use of "CAN-like" account numbers, called Project Numbers in the NBS, will continue until CANs are ultimately phased out several years from now.

Although CANs may appear to be a simple way of conducting business, they limit our ability to efficiently collect and report information. Switching to the ACS and Project Numbers will enable the NIH to enhance its financial management system and lay the groundwork for expanding fiscal reporting capabilities.

Look forward to more details, including educational seminars about the transition from CANs to the ACS and Project Numbers, as we approach the October 1st deployment of the GL/Budget module.

An inside look at the NBS Functional Teams...

Finance...The Finance Team welcomes Kevin Green who, as a Management Intern, completed a rotation with the NBRSS project. You may recall Kevin's article from the October 2001 edition of NBRSS Today, describing the Unified Financial Management System (UFMS) as a DHHS initiative to consolidate the accounting and administrative systems within its agencies, thus facilitating the movement towards "One DHHS." The NBS implementation will provide a prototype for implementing the UFMS throughout the DHHS, which in turn, will be utilized by the DHHS to assist in their UFMS implementation effort. Wayne Berry and Mary Cushing meet regularly with the DHHS UFMS Team, which includes finance and budget representatives from the DHHS and each OpDiv. Currently, the Finance Team is setting up the NBS with information about the Accounting Classification Structure (ACS) that has been reviewed by the Institute Budget Officers.

Travel...Development of the Travel module is progressing well. The NBS Travel Functional Team, lead by Kathy Chiacchierini, began testing the new travel software (Gelco Travel Manager) on June 11th.

The Travel Team's goal is to provide the NIH community with a travel system that offers a more timely and efficient process - from initial authorization to final reimbursement. Following are some features of Gelco Travel Manager that will help us to attain this goal:

- Electronic routing of travel documents for review, conditional approval, approval, and certification signatures;
- Automatic updating of the GSA per diem locality rates and calculation of allowances based on trip dates;
- Automatic adjusting of the per diem when the user indicates authorization for Actual Expense Allowances (AEA), conference rates, annual leave, or meals provided;
- Allocating trip funding among multiple CANs;
- Real-time interfacing with Oracle Financials to check funds availability; and
- Automatic tracking, aging, and recovery of outstanding travel advances.

The Gelco Travel Manager differs in look and feel from the ADB. To facilitate effective use of the new Travel system, a comprehensive training program will be implemented prior to deployment. The Change Management Team will provide the Travel community with detailed information over the coming weeks in preparation for the training rollout this fall and winter.

Property...Candy Mason and Ron Boardley are ensuring that the NBS Property module is set up according to NIH and DHHS Property Management policies. OFM has provided input from the financial perspective for meeting property reconciliation requirements.

The initial set up of the new property system software (Oracle Fixed Assets) is complete. Oracle Fixed Assets will contain financial data for capitalized property items. The Property team is exploring options for an additional software application to work along with Oracle Fixed Assets to provide additional property management functions. Because this process is complicated, deployment of the Property module will not occur during its original timeframe - the spring of 2003, but rather in the summer of 2003.

Acquisition...Dorann Penney and Jim Marx of the Acquisition Functional Team recently “tested the waters” through a hands-on demonstration with some of the Acquisition Resource Team members (representatives of the end user community). Specific workflow scenarios were drafted, and individuals who are currently using the ADB as Delpro Agents, Approving Officials, and Purchasing Agents came on-site at Democracy II to assist with the testing activities. Look forward to hearing about more testing opportunities with Resource Team members as the software set up process continues.

Supply...The NBS Supply Functional and Technical Teams have begun transferring stored stock item data from the ADB to the new Oracle system – a monumental and crucial step in preparation for testing the new inventory application. The data transfer includes approximately 200 item descriptors for each of the nearly 10,000 items stocked in the four NIH inventory organizations. One of the next challenges for Supply Team members, David Rhoads and JD Thomas, is standardizing the stock locator structure among the inventory organizations.

Research & Development (R&D) Contracts...During the past several months, the R&D Contracts Functional Team has completed the initial set up of the Oracle and Compusearch software. As the Team prepared for the initiation of testing, Mary Armstead and David Snight called upon the R&D Contracts Functional Advisory Committee, who are leaders in the scientific and business communities, to review the software set-ups, testing plans, and related documents to ensure that the needs of the overall community were being fully considered. In addition, several R&D Contracts Resource Team members were asked to participate in this important phase of the Project by devoting a meaningful amount of time during the next several months to testing and validating the software set up. The testing phase began at the end of June and will continue through the end of August 2002.

Service & Supply Fund (SSF)...Nancy Parfitt Hondros and Diane Charuhas have completed the tasks leading up to the testing of the Oracle *Projects*, the software application that will support SSF activities. Each individual SSF work process will be

tested to ensure that it functions as originally planned. Subsequently, the SSF Team will verify that the Oracle *Projects* module works together with the other NBRSS business functions. Look forward to hearing more about the progression of the *Projects* application.

Change Management...

Communications...The NBS team members continue spreading the word in the user communities. Together, the Finance Functional and Change Management Teams have provided training seminars for the budget community, which discussed mapping their respective IC's current Management Account Structure to the ACS. The seminars were well received, with over 75 participants from the OD and various ICs.

The NBS Functional and Change Management Teams are wrapping up the initial "round" of presentations and system demonstrations in the various user communities, including an on-site system demonstration at NIEHS in North Carolina. The demonstration gave the community an idea of how a procurement action might be processed using the NBS. Please contact Gail Kaldes if you would like an NBRSS team member to address your group <mailto:kaldesg@mail.nih.gov>. Look forward more functionally specific information and demonstrations coming your way in the future.

This fall, the Change Management Team will be hosting an ***NBS Town Hall*** event.

▪ *What is a Town Hall?*

This is a multimedia communications event to increase the scientific and administrative communities' awareness and understanding of the NBS project.

▪ *When is it?*

The NBS Town Hall will be held on Wednesday, November 6, 2002, in the Natcher Auditorium from 8:30 AM to 12:00 PM.

▪ *What's in it for me?*

The agenda includes presentations and system demonstrations from a variety of speakers and vantage points:

8:30 - 8:35	Colleen Barros, NBRSS Project Manager – Introductory Remarks
8:35 - 8:45	Larry Tabak, AMSSC Co-chair – NBS: A Scientific Perspective
8:45 - 8:55	Chick Leasure, AMSSC Co-chair - NBS: An Administrative
8:55 - 9:20	Colleen Barros – NBS Past, Present, & Future
9:20 - 9:30	Susan Corey, NBRSS Change Mgt. Director – Change Management
9:30 - 9:45	Question & Answers
9:45 - 10:00	Break
10:00 - 10:30	Budget Presentation/Demonstration
10:30 - 10:45	Break
10:45 - 11:15	Travel Presentation/ Demonstration
11:15 - 11:30	Break
11:30 - 12:00	Acquisition Presentation/ Demonstration

▪ *What if I'm not located on campus?*

The NBS Town Hall will be web cast and videotaped for viewing from remote locations. Details will follow via NIH global e-mail distribution.

Training...The NBRSS has developed an End User Training Plan to serve as the blueprint for executing the NBS Training Program as each module is deployed. The intent is to provide users with the knowledge and skills required to work in their respective functional area and to attain full benefit from the various NBS applications.

The NBS Training Plan for the General Ledger and Budget modules going live in October 2002 has been finalized, and implementation of that plan has begun. A variety of educational activities will be conducted throughout the first NBS deployment, starting with training for a small number of General Ledger users concurrent with the deployment in October 2002 and expanding to all Budget users through February 2003. Only certain features of the General Ledger module will be implemented in October 2002. Additional features will be put into operation with each subsequent deployment. For this reason, only those community members affected during the October 2002 deployment will be trained initially, and only for those specific functions.

The training plan for the Travel module is being finalized for early 2003 deployment. Travel end user training will begin in the fall of this year.

Workforce Planning...The Change Management Team is preparing for the projected workforce transitions that may result from the NBS implementation. The first task in identifying workforce impacts is known as “role mapping” - mapping the current functions users have authority to perform in the ADB to the future work processes and functions they will need in the NBS. The role mapping process will be conducted for each IC and OD functional office and will begin seven to nine months prior to the deployment date for each function.